

**HUMAN RESOURCES  
ATSUGI SATELLITE OFFICE**

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**한국인 직원 모집 안내**  
*Korean National Job Opportunities*

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**ANNOUNCEMENT NUMBER: KN-173-09**

**TITLE-SERIES-GRADE:** TRANSPORTATION ASSISTANT (MARINE)  
KGS-2102-05/06/07

**SALARY:** KGS-05: Between 10,087 and 13,508 Won Per Hour  
KGS-06: Between 11,274 and 15,164 Won Per Hour  
KGS-07: Between 12,447 and 16,801 Won per Hour

**OPENING DATE : 07-15-2009**

**CLOSING DATE : 07-28-2009**

**ORGANIZATION:** Operation Department, MSCO Pusan Korea  
APO AP 96205-0023

**DUTY LOCATION:** Pusan, Korea

**TOUR OF DUTY:** 40 hours per week

**AREA OF CONSIDERATION:**

All current USFK KN employees and outside Korean National applicants.

**NOTE:** Target grade of this position is KGS-07. If the position is filled at the lower grade than target grade, the incumbent may be non-competitively promoted to target grade upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification requirements.

**THOSE APPLICANT WHO APPLIED UNDER ANNOUNCEMENT KN-165-09 MUST REAPPLY TO BE CONSIDERED.**

**MAJOR DUTIES:**

Serves as a Marine Transportation Assistant, in performing a variety of technical and administrative work involved in the effective controlling of MSC ships movements by reviewing cargo manifest, clearance orders and gear capacity to insure completeness and accuracy, and by maintaining constant contact with the appropriate terminal activity to insure efficient utilization of vessel space and terminal facilities. Arranges arrival and departure boarding, coordinates husbanding and logistic support for MSC operated and controlled vessel in Korean Ports. The incumbent will be required to embark and debark aboard ships owned, operated or chartered by MSC on a periodic basis pier side and at sea and carry loads no greater than 50 pounds onboard the vessel. Assists the Operations Officer by coordinating with Korean/Foreign Shipping Agencies, Military Sealift Command, Surface Deployment Distribution Command (SDDC) Terminal

Commands, Republic of Korea (ROK) Army Port Operation Group (ROKPOG), Defense Energy Support Center (DESC) and other U.S. Military Port Support or Group Commands in order to obtain and provide various data such as predicted ship arrivals, military and commercial cargo operations, petroleum tankers operations, bunkering, cargo space availability, schedules of ship movements, logistic support requirements, estimated completion time of cargo operations and other items necessary to plan and accomplished the assigned mission. Prepares daily vessel status sheet which contains vessel name, classification, type of contract, Estimated Time of Arrival (ETA), Estimated Time of Departure (ETD), Estimated Time of Completion (ETC), last and next port of call, local agents, cargo description. Provides liaison for MSC ships with Korean immigration and customs officials for arrival and departure clearance. Coordinates with Korean immigration officials to alter status of visa in passport and extend period of stay in country. Performs necessary paper work for repatriation for U.S. Civil Service Mariners assigned to MSC ships calling Korean ports. Prepares ship operations reports and other reports, maintains ships operations status board, ship files and operates very high frequency and high frequency radios communicating with Military Sealift Command's ships and offices. Plots typhoon's course, speed, and radius on charts. Assists the operations officer by coordinating orders from ships with Military Sealift Command Office Supply Officer including telephone, water, tugs, pilots line handlers, launch service and garbage disposal. Attends United States Army and Republic of Korea Army cargo meetings as the operations officer's representative and participates in detailed discussions of the variety of matters pertaining to ship operations to meet export shipping requirements and insure maximum utilization of Military Sealift Command Vessels. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**a. EXPERIENCE**

KGS-05: One (1) year of specialized experience at the grade level of KGS-4

KGS-06: One (1) year of specialized experience at the grade level of KGS-5

KGS-07: One (1) year of specialized experience at the grade level of KGS-6

SPECIALIZED EXPERIENCE is defined as experience which has equipped the candidate with the particular KSAs to successfully perform the duties of that position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

**b. ENGLISH LANGUAGE COMPETENCY:** 1. The American Language Course Placement Test (ALCPT) score of 60% is required. 2. The passing score of former English Language Proficiency Test ("B" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer based test) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

**c.** Applicants must possess a ROK driver's license (1<sup>st</sup> Class normal-type) for the type of equipment to be operated.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:**

1. Knowledge of word processing software.
2. Skills in operating word, excel program.
3. Abilities to communicate in English, both orally and in writing.

**EMPLOYMENT CONSIDERATION PREFERENCE:**

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest)

1. All current USFK KN employees (Korea-wide).
2. Outside Korean National applicants.

**HOW TO APPLY:** Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc). It is imperative that each item of the application be accurately and completely filled in and the application Must be signed (Signature) and dated. Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. *Applications that are not completed correctly, faxed, received after closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with the application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.*

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, Nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately the Servicing Specialist, HRO Atsugi Satellite Office at DSN 264-3421.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-

5253/5252. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Atsugi at DSN 264-3421.